



# **REQUEST FOR FUNDING (RFF) DCS CARES ACT RFF 1000186**

## **CARES ACT GRANT PROGRAM**

### **ADDENDUM #1**

**GRANT PROGRAM**  
**GRANT APPLICATIONS DUE: NOVEMBER 5, 2020 AT 3 PM ET**  
**RFF DATE ISSUED: OCTOBER 9, 2020**

RFF Contact:  
Michael Sturm  
[Michael.Sturm@dcs.IN.gov](mailto:Michael.Sturm@dcs.IN.gov)  
**Indiana Department of Child Services**  
402 W. WASHINGTON STREET, RM W392  
INDIANAPOLIS, IN 46204-00502

## TABLE OF CONTENTS

<b>I. INTRODUCTION</b> .....	3
<b>A. BACKGROUND</b> .....	3
<b>B. RFF OUTLINE</b> .....	3
<b>II. GRANT APPLICATION DETAILS</b> .....	4
<b>A. ELIGIBLE APPLICANTS</b> .....	4
<b>B. GRANT FUNDING</b> .....	4
<b>C. ELIGIBLE EXPENSES</b> .....	5
<b>D. GRANT PERIOD</b> .....	6
<b>E. GRANT APPLICATION SUBMISSION INSTRUCTIONS</b> .....	6
<b>F. GRANT APPLICATION TIME FRAME</b> .....	7
<b>G. RFF INFORMATIONAL CONFERENCE</b> .....	7
<b>H. SUBMISSION OF APPLICATION QUESTIONS</b> .....	7
<b>III. GRANT APPLICATION COMPONENTS</b> .....	8
<b>A. GENERAL APPLICANT INFORMATION</b> .....	8
<b>B. GRANT BUDGET PROPOSAL</b> .....	8
<b>C. SUPPORTING BUDGET DOCUMENTATION</b> .....	9
<b>D. PROVIDER ATTESTATION</b> .....	9
<b>E. RISK ASSESSMENT FORM</b> .....	9
<b>F. SAMPLE GRANT AGREEMENT</b> .....	9
<b>G. INTENT TO RESPOND FORM</b> .....	9
<b>IV. APPLICATION REVIEW</b> .....	9
<b>A. PROPOSAL REVIEW STEPS</b> .....	9

# I. INTRODUCTION

This Request for Funding (RFF) is being issued by the Indiana Department of Child Services (DCS) to provide economic assistance to eligible providers impacted by COVID-19. The goal of this RFF is to provide funding to eligible providers to reimburse expenditures that have incurred due to COVID-19 while delivering high quality child welfare services in the state of Indiana. This RFF requests responses from eligible providers that have experienced expenditures incurred due to COVID-19 to meet the needs of children receiving their services. This RFF is open to current DCS Licensed Child Placement Agencies (LCPAs), community-based, and residential child welfare providers in Indiana. **Only providers that meet the eligibility criteria specified in Section II.A. may apply.** Providers that do not meet the criteria listed in Section II.A are not eligible to apply. Eligible providers cannot request funding for COVID-19-related expenses that have already received (or will receive) funding from any other Federal, State, other governmental, or non-governmental program. The State shall retain the authority to recoup any and all funds that violate the guidelines of this RFF, the CARES Act, or State and Federal laws and regulations. Specifically, the State reserves the right to recoup funding for expenses covered by other Federal, State, other governmental, or non-governmental programs.

## A. BACKGROUND

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27<sup>th</sup>, 2020 in response to the public health and economic effects of COVID-19 in the United States. The CARES Act provides payments to state, local, and tribal governments to address the unforeseen financial needs and risks created by the COVID-19 public health emergency. Indiana DCS is distributing an allocation of \$10.8 million amongst impacted providers through this RFF. The amount of grant funding available for each provider may differ depending on the provider type and need. Further detail on activities funded by the grant can be found in **Section II.C.**

This round of COVID-19 economic assistance will cover March 6, 2020 through June 30, 2020. All applicants are encouraged to carefully review this RFF before submitting an application and to consider how their response meets the objectives of the RFF.

## B. RFF OUTLINE

The outline of this RFF document is described below:

Section	Description
Section 1 – Introduction	This section provides an overview and outline of the RFF.
Section 2 – Grant Application Details	This section provides additional details including eligible applicants, eligible expenses, and a general timeline of RFF events.
Section 3 – Grant Application Components	This section includes a description of required application components.
Section 4 – Application Review	This section discusses the criteria to be used to review applicants’ proposals.
Attachment A	Risk Assessment Form
Attachment B	Question and Answer Response Template

Attachment C	Provider Attestation
Attachment D	Grant Budget Proposal
Attachment E	Sample Grant Agreement
Attachment F	Intent to Respond Form (Optional)
Attachment G	KidTraks Provider User Guide

## II. GRANT APPLICATION DETAILS

### A. ELIGIBLE APPLICANTS

To receive funding under this grant, an eligible provider must be a current DCS contractor (with an active contract) who provided services during the specified timeframe (March 6, 2020 through June 30, 2020). Eligible provider types include the following:

- Licensed Child Placement Agencies (LCPA)
- Community-Based Providers, including Child Advocacy Centers (CACs)
- Residential Providers

Applicants will be required to adhere to the requirements in the CARES Act and this RFF, including but not limited to agreeing to all attestations and meeting all Federal and State requirements. Applicants will also be required to complete Attachment A: Risk Assessment Form and agree to Attachment C: Provider Attestation and Attachment E: Sample Grant Agreement to be eligible for this RFF.

If an agency provides services in more than one of the eligible provider categories (LCPA, Community-Based, and/or Residential) the agency shall submit one application with a separate reimbursement request for each provider category (LCPA, Community-Based, and/or Residential).

### B. GRANT FUNDING

The State of Indiana has set aside \$10.8 million for eligible applicants to this RFF.

The applicants will apply for the available funds per the guidelines in this RFF. If awarded, the applicant will receive funds to reimburse the items approved in the applicant's request. DCS reserves the right to make all final award decisions and to award grants based on applications received and available funding.

DCS has set a maximum amount of funds available to eligible applicants. Each applicant may apply for a funding amount ~~that shall not be~~ greater than ten (10) percent of DCS payments made for provider services performed ~~made~~ over the grant period (March 6, 2020 to June 30, 2020).

Note that fund payments are considered to be Federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in Federal awards during their fiscal year.

## C. ELIGIBLE EXPENSES

The CARES Act provides that payments may only be used to cover costs that:

- a) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b) Either represent increased costs that would not have been incurred but for COVID-19 (private entity) or were not accounted for in the budget most recently approved as of March 27, 2020 for the government (public entity);
- c) Were not covered by any other Federal, State, other governmental, or non-governmental program; and
- d) Were incurred during the period that begins on March 6, 2020, and ends on June 30, 2020.

### 1. Eligible Expense Categories

Expenses must fall within the following categories, as mandated by the CARES Act, and Respondents shall classify each line item expense in their Budget Proposal into these categories.

- Medical Expenses
- Public Health Expenses
- Payroll Expenses
- Public Health Compliance Expenses
- Economic Support Expenses
- Other Reasonably Necessary Expenses

In addition to ensuring all expenses fall within the aforementioned Eligible Expense Categories, providers must also organize their expenses into DCS expense categories based on the provider type (LCPA, Community-Based, and/or Residential).

- b. **LCPAs:** For the purposes of this RFF, LCPA's eligible expenses will need to additionally be classified in the eight categories listed below:
  - Administrative
  - Adoption
  - Case Management
  - Time Study
  - Non IV-E (IL & Recreation)
  - Behavioral Health
  - Medical
  - Education
- c. **Community-Based Providers, including CACs:** For the purposes of this RFF, community-based provider's eligible expenses will only need to be classified in the six categories mandated by the CARES Act re-listed below:
  - Medical
  - Public Health
  - Payroll
  - Public Health Compliance
  - Economic Support
  - Other

- d. **Residential Providers:** For the purposes of this RFF, residential provider's eligible expenses will need to additionally be classified in the eight categories listed below:
- Administrative
  - Maintenance
  - Case Management
  - Time Study
  - Non IV-E (IL & Recreation)
  - Behavioral Health
  - Medical
  - Education

## 2. Ineligible Expenses Categories

The following is a non-exclusive list of costs that would not be eligible:

- Expenses for the State share of Medicaid.
- Damages covered by insurance.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
  - Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so payments may only be used to cover hazard pay for such individuals.
- Severance pay.
- Legal settlements.

Additional information on eligible and ineligible expenses, as well as a non-exhaustive list of example expenses can be found at this link: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-forState-Territorial-Local-and-Tribal-Governments.pdf>

## D. GRANT PERIOD

All funds must be used to reimburse expenses that were incurred from March 6, 2020 through June 30, 2020.

## E. GRANT APPLICATION SUBMISSION INSTRUCTIONS

Any interested applicant must submit a complete grant application **no later than 3 p.m. Eastern Time (ET) on November 5, 2020, to be eligible for award.** Any applicant that does not submit a complete application on time may not be considered.

All components of the grant application should be submitted through KidTraks. Please see the KidTraks Provider User Guide (Attachment G) for additional information.

Applicants will be expected to answer all questions as well as submit all forms associated with the application.

## F. GRANT APPLICATION TIME FRAME

The overall application timeline can be found in the table below. Applicants must submit their application by the application deadline to be eligible for receiving a grant. Further instructions on submitting a completed application can be found in Section II.E. This timeline is subject to change.

Date	Event
October 9, 2020	RFF sent to potential applicants and posted online
October 15, 2020	RFF Informational Conference at 3 p.m. ET
October 16, 2020	Application questions due to State by 3 p.m. ET
October 23, 2020	Answers to questions posted (subject to change based on volume)
<b>November 5, 2020</b>	<b>RFF applications due at 3 p.m. ET</b>
December 8, 2020	<i>Approximate award decisions release date*</i>

*\*Depending on how many applications DCS receives, the award date may change to allow for adequate time for review.*

To remain current with any updates to this timeline, it is recommended applicants check the following website frequently: <https://www.in.gov/dcs/3151.htm>

## G. RFF INFORMATIONAL CONFERENCE

An optional online webinar will be held on October 15, 2020 at 3 p.m. ET. The webinar can be accessed via <https://Indiana.AdobeConnect.com/indiana>. All applicants should sign in as a guest using their name. The webinar audio will be part of the online program, so webinar participants will need to use speakers or headphones to hear the presentation. **Space is limited, and the State kindly requests that only one computer per location be used to log-on to the webinar so all interested applicants may join.**

Prior to the webinar, participants can go to:

[https://indiana.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://indiana.adobeconnect.com/common/help/en/support/meeting_test.htm) to test their connection. This will prompt the user with any needed updates or add-ins. Do not log into the webinar using Citrix or Virtual Private Network (VPN). These services will not be able to playback audio. Download the AdobeConect app if you wish to login using your mobile device.

## H. SUBMISSION OF APPLICATION QUESTIONS

All questions regarding the content of this RFF must be submitted to [Michael.Sturm@dcs.IN.gov](mailto:Michael.Sturm@dcs.IN.gov) by October 16, 2020 at 3 p.m. ET. Please use the provided Attachment B: Question and Answer Response Template to submit your questions. The State reserves the right not to address questions about the RFF submitted after the deadline.

The State will post a document with answers to applicant questions on the RFF website on or around October 23, 2020. Applicants are encouraged to check the website for amendments to the RFF when answers to applicants' questions are posted: <https://www.in.gov/dcs/3151.htm>

### III. GRANT APPLICATION COMPONENTS

The section provides specific instructions related to each application component. Applicants must review the requirements for each component thoroughly.

#### A. GENERAL APPLICANT INFORMATION

Each applicant is required to provide information regarding their organization according to the instructions on KidTraks. For information on how to use KidTraks please see the KidTraks Provider User Guide (Attachment G).

#### B. GRANT BUDGET PROPOSAL

This section provides instructions for the completion of the Grant Budget Proposal and the Grant Budget Narrative explaining the request for funds. The Grant Budget Proposal and Grant Budget Narrative should be completed using Attachment D. Please see **Section II.C** for information on allowable expenses.

If an agency provides services in more than one of the eligible provider categories (LCPA, Community-Based, and/or Residential) the agency shall submit one application with separate reimbursement requests for each provider category (LCPA, Community-Based, and/or Residential). Please see **Section II.A** for more information on eligible applicants.

##### 1. Grant Budget Proposal - Attachment D:

Complete a detailed budget for the total funding amount that you are requesting for each provider category (LCPA, Community-Based, and/or Residential) by submitting the Grant Budget Proposal (Attachment D) with associated tab(s) completed. The Grant Budget Proposal is available in an Excel document file and is broken out into three tabs for each provider category. The applicant shall fill out the yellow cells (all other cells have been locked and applicants shall not try to modify them). Please see below for instructions to complete the Grant Budget Proposal:

- a. Enter the provider name, DCS vendor ID number, information for the contact for contract notice, and information for the contract signer.
- b. Enter the dollar amount of the total DCS payments made for the provider category's services performed over the grant period (March 6, 2020 to June 30, 2020).
- c. Enter all line items requested as part of this RFF, including appropriate DCS Budget Categories, CARES Budget Categories, and requested funding amount for each line item.

Repeat this process on the Excel tab for other provider categories (LCPA, Community-Based, and/or Residential) as necessary. Please note that CACs should complete the Community-Based tab.

**Applicants who do not submit their budget in the Grant Budget Proposal form (Attachment D) may be disqualified.** Applicants shall not unlock the form and shall not make modifications to the locked template.

##### 2. Grant Budget Narrative - Attachment D (Word Count Limit: 250 words):

Provide a narrative explaining how you created your budget and why the items in your budget meet the requirements of the RFF. Complete one Grant Budget Narrative per provider category submitted. Please provide your Grant Budget Narrative(s) in the Grant Budget Proposal document (Attachment D).

**Applicants who submit their Grant Budget Narrative(s) in a separate file may be disqualified.**

### **C. SUPPORTING BUDGET DOCUMENTATION**

Each applicant is required to submit supporting documentation for all line items included in their Grant Budget Proposal. Examples of supporting documentation include, but are not limited to, receipts, pay stubs, and timesheets. Any line items that are submitted without supporting documentation may be excluded from the applicant's budget request.

### **D. PROVIDER ATTESTATION**

Each applicant is required to submit a signed letter of attestation (Attachment C) stating that all submitted expenses:

- a) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b) Either represent increased costs that would not have been incurred but for COVID-19 (private entity) or were not accounted for in the budget most recently approved as of March 27, 2020 for the government (public entity);
- c) Were not covered by any other Federal, State, other governmental, or non-governmental program; and
- d) Were incurred during the period that begins on March 6, 2020, and ends on June 30, 2020.

The State reserves the right to verify and/or audit all submitted expenses. The State shall retain the authority to recoup any and all funds that violate the guidelines of this RFF, the CARES Act, or State and Federal laws and regulations. Specifically, the State reserves the right to recoup funding for expenses covered by other Federal, State, other governmental, or non-governmental programs.

### **E. RISK ASSESSMENT FORM**

Each applicant is required to submit a completed Risk Assessment Form (Attachment A). A completed Risk Assessment Form is a requirement for a completed response.

### **F. SAMPLE GRANT AGREEMENT**

Each applicant is required to agree and adhere to the Sample Grant Agreement (Attachment E). Signing the Provider Attestation (Attachment C) completes this requirement.

### **G. INTENT TO RESPOND FORM**

Each applicant is requested to provide an optional letter of intent indicating their intention to submit a request for this RFF. If the applicant subsequently decides not to respond after submitting this letter of intent, there are no ramifications. Please submit the letter using the Intent to Respond Form (Attachment F). The letter may be emailed to [Michael.Sturm@dcs.IN.gov](mailto:Michael.Sturm@dcs.IN.gov) by October 16, 2020 at 3 pm ET.

## **IV. APPLICATION REVIEW**

Applications will be reviewed based upon adherence to the requirements of the RFF.

The State reserves the right to make all final award decisions. The State will only issue as many grants as funding allows and reserves the right to issue a partial award or no award. Finally, the State reserves the right to disqualify applications, entirely or partially, that do not meet all requirements as detailed in this RFF.

### **A. PROPOSAL REVIEW STEPS**

#### **Step 1: Review for Mandatory Requirements and Complete Application**

In this step, applications will be reviewed to ensure that they adhere to all grant requirements, including applicant eligibility. Applicants must submit all information required by this RFF. Incomplete applications may be disqualified. Further, any applications received after the deadline set forth in the RFF may be disqualified.

**Step 2: Review of Grant Budget Proposals**

Complete applications will be reviewed to ensure adherence to RFF requirements, including but not limited to risk assessment, eligible and ineligible costs, and supporting budget documentation. The State reserves the right to disqualify, clarify, or accept grant budget requests included in the Grant Budget Proposal(s). These grant budget requests may be funded in part or in whole based on adherence to RFF requirements. Accepted Grant Budget Proposal(s) will move on to Fund Allocation.

**Step 3: Fund Allocation Determination**

Accepted Grant Budget Proposal(s) will be allocated funds at the State’s discretion. The State will issue allocations as funding allows and reserves the right to issue partial allocations or no allocation.

**Step 4: Award Notification**

The State reserves the right to make all final award determinations and to determine the budget line items included in the award. DCS intends to notify grant applicants of award when the RFF process is completed.